

R7-2-308. Adult Education

A. ~~Definitions~~ For the purposes of this rule the following definitions apply:

1. ~~English as a second language means teaching English to foreigners and to U.S. citizens who speak only a language other than English.~~ “Adult Basic Education” (ABE) means instruction in reading, writing and math equivalent to grades one through eight. speaking and citizenship skills.
2. ~~Project means the approved and funded application which is administered by the eligible applicant.~~ “Adult Secondary Education” (ASE) means instruction in reading, writing, math, science and social studies equivalent to the completion of high school.
3. ~~“Eligible applicants” are~~ may include local educational agencies, community based organizations, volunteer literacy organizations, institutions of higher education, public or private nonprofit organizations, institutions of higher education, and public or private nonprofit agencies, organizations and institutions. libraries, public housing authorities, and consortiums of any of the aforementioned entities.
4. ~~Authorized agent means an individual who has completed and filed a General Statement of Assurances with the Board.~~ “English Language Acquisition for Adults” (ELAA) means a program of instruction designed to help individuals of limited English proficiency achieve competency in the English language, including reading, writing, listening and

5. “Literacy” means an individual’s ability to read, write and speak in English, compute and solve problems at levels of proficiency necessary to function on the job, in the family and in society.
6. “Project” means the approved and funded application which is administered by the eligible applicant.

B. Application for funding

1. Only eligible applicants may apply for funding.
2. ~~The application shall be fully completed including:~~
 - a. ~~The cover sheet~~
 - b. ~~The narrative page(s)~~
 - c. ~~The continuation sheet~~
 - d. ~~The budget page~~
 - e. ~~The budget backup page(s)~~

Contracts shall be awarded through a competitive funding process.

3. ~~The application shall be signed by an authorized agent~~ Applications shall include budgets and be submitted according to the standard procurement and grants management policies of the Department of Education for the awarding of competitive grants.

C. Board priorities and criteria for application approval

1. Priority shall be given to projects funded during the previous fiscal year which:
 - a. ~~Provided at least 125 instructional hours and had an enrollment of at least 20 students per class~~ Adhered to all applicable state and federal rules and regulations.

- ~~b. Adhered to all applicable state and federal rules and regulations. Operated in an efficient and effective manner demonstrating high levels of student educational gains as measured by standardized assessments and student retention as compared with the state average for these projects.~~
 - c. Completed and submitted all required state and federal reports.
 - d. ~~Operated in an efficient and prudent manner and u~~ Utilized volunteers where possible.
 - e. ~~Demonstrated a high level of student retention and overall success as compared with the state average for these projects. Levels of success may be measured by student satisfaction and by the teacher's evaluation.~~
- 2. Equal opportunity for project application approval will be given to eligible applicants who demonstrate previous comparable experience and performance in another adult literacy program.
- 3. Criteria for approval shall include a determination by the project review committee that the application meets state and federal rules and regulations and the policies and procedures contained in the Arizona State Plan for Adult Education Programs.

D. Use of funds and student reporting

- 1. Federal and state funds shall not be co-mingled.
- 2. Projects shall not assess students a tuition charge for instruction or fees for books, instructional supplies, or materials used in the program.
- 3. Student attendance hours reported to the Adult Education Division shall not be used in securing financing from any other source. Classes taught by volunteers are

not to be reported unless they are administered and supervised by the local project.-

E. An adult education certificate issued by the Board shall be required to teach in the Adult Education Program.

F. Students enrolled in adult education classes must be at least sixteen years of age and officially withdrawn from school.

G. Course of study

1. Adult Basic Education (ABE) ~~and English as a Second Language (E.S.L.),~~ students ~~must be 16 years of age or over and in need of help in speaking, reading, or writing English and~~ shall be functioning academically below the 8th grade level.

The sequential course of study shall:

2. ~~The course of study for A.B.E. and E.S.L. shall be a sequential program of instruction designed to:~~

- a. Develop and improve communication and computational skills of students.
- b. Raise the general educational level of students.
- c. Improve the student's ability to benefit from occupational training.
- d. Increase opportunities for more productive and profitable employment.
- e. Assist students to be better able to meet their adult responsibilities as parents, citizens and as ~~workers~~ coworkers.

3 2. ~~General Educational Development (G.E.D.)~~ Adult Secondary Education (A.S.E.)
students shall be ~~18 years of age or over and shall not have completed secondary school or be otherwise entitled to be enrolled in public school~~ functioning below the 12th grade level. The course of study shall:

~~4. The course of study shall:~~

- a. Give the students a foundation in the areas of English, social studies, literature, science and math.
- b. Enable students, through the development of critical thinking, to utilize new learning experiences in recognizing, evaluating and solving problems of daily life.
- c. Attempt to motivate students to continue their education through more advanced study and to become more proficient in observing and adopting new skills in a changing society.
- d. Equip students with the knowledge prerequisite for satisfactory achievement of the General Educational Development test.

~~5~~ 3. English Language Acquisition for Adults (ELAA) and citizenship students shall be resident aliens 18 years of age or over. The course of study shall:

~~6. The course of study shall:~~

- a. Develop an increasing ability to speak, understand, read, and write English.
- b. Encourage the student to become a participating citizen and give insight into the values of such participation.
- c. Help the student prepare for the ~~citizenship examination~~ Naturalization Test for U.S. Citizenship by developing a background in American history and government.
- d. Create a desire for continued learning and self-realization.

~~F. Instructional personnel. An adult education certificate issued by the Board shall be required for a teacher to be eligible to teach in the Adult Education Program.~~

~~G~~ H. Reports

1. Each project shall maintain bookkeeping records and must be able to substantiate expenditures.
2. A financial report shall be filed quarterly for each project with the Adult Education Division within 30 days after the close of the quarter.
3. Projects shall be completed by June 30. A fiscal completion report which has been reconciled with the County School Superintendent's Office, or if another agency, that agency's comparable administrative office, shall be filed with the Adult Education Division within 60 days after the project ending date.
4. ~~A~~ Participation in the project reporting system designed to collect student and staff attendance ~~and~~ demographic information and student performance data is required. These reports shall be filed with the Adult Education Division ~~no later than the fifth day of the month for the previous month, and shall have been reviewed by the local project director for accuracy, completeness of information, minimum enrollment, attendance and student eligibility monthly.~~
5. An annual written report on the year's activities, including internal written monitoring reports, shall be submitted to the Adult Education Division, no later than August ~~31~~ 15.

~~H I. Amendments.~~ If changes in the approved program or budget are desired, an amendment shall be submitted to the Adult Education Division for review and approval prior to expending any funds for the proposed changes.

R7-2-612. Other Teaching Certificates

A. Except as noted, all certificates are subject to the general certification provisions in R7-2-607.

B. Substitute Certificate -- grades K-12

1. The certificate is valid for six years and renewable by reapplication.
2. The certificate entitles the holder to substitute in the temporary absence of a regular contract teacher. A person holding only a substitute certificate shall not be assigned a contract teaching position.
3. An individual who holds a valid teaching or administrator certificate shall not be required to hold a substitute certificate to be employed as a substitute teacher.
4. A person holding only a substitute certificate shall be limited to teaching 120 days in the same school each school year.
5. The requirement for issuance is a Bachelor's degree and a valid Class 1 or Class 2 fingerprint clearance card.
6. Substitute certificates previously issued as valid for life under this rule shall remain valid for life.

C. Emergency Substitute Certificate -- grades K-12

1. The certificate is valid for one school year or part thereof. The expiration date shall be the following July 1.
2. The certificate entitles the holder to substitute only in the district that verifies that an emergency employment situation exists.

3. The certificate entitles the holder to substitute in the temporary absence of a regular contract teacher. A person holding only an emergency substitute certificate shall not be assigned a contract teaching position.
4. The holder of an emergency substitute certificate shall be limited to 120 days of substitute teaching per school year.
5. The requirements for initial issuance are:
 - a. High school diploma;
 - b. Verification from the school district superintendent that an emergency employment situation exists; and
 - c. A valid Class 1 or Class 2 fingerprint clearance card.
6. The requirements for each reissuance are:
 - a. Two semester hours of academic courses completed since the last issuance of the Emergency Substitute Certificate. District in-service programs designed for professional development may substitute for academic courses. Fifteen clock hours of in-service is equivalent to one semester hour. In-service hours shall be verified by the district superintendent or personnel director.

Individuals who have earned 30 or more semester hours are exempt from this requirement;
 - b. Verification from the school district superintendent that an emergency employment situation exists; and
 - c. A valid Class 1 or Class 2 fingerprint clearance card.

D. Emergency Teaching Certificate -- grades K-12

1. The certificate is valid one school year or part thereof. The expiration date shall be the following July 1.
2. The certificate entitles the holder to enter into a teaching contract.
3. Emergency teaching certificates shall be issued only for elementary and secondary certificates required by A.R.S. § 15-502(B), special education certificates, and required endorsements.
4. The certificate entitles the holder to teach only in the district that verifies that an emergency employment situation exists.
5. The requirements for initial issuance are:
 - a. A Bachelor's degree;
 - b. Verification from the school district superintendent that an emergency employment situation exists; and
 - c. A valid Class 1 or Class 2 fingerprint clearance card.
6. The requirements for reissuance are:
 - a. Verification from the school district superintendent that an emergency employment situation exists;
 - b. Six semester hours of courses toward meeting the requirements for the specified certificate or endorsement, completed since the last issuance of the emergency teaching certificate; and
 - c. A valid Class 1 or Class 2 fingerprint clearance card.

E. Teaching Intern Certificate -- grades K-12

1. The certificate is valid for two years and is not renewable.

2. The intern certificate entitles the holder to perform intern or paraprofessional duties in whatever grades or levels are assigned.
3. The requirements are:
 - a. Current enrollment in a teacher preparation program;
 - b. A recommendation from the dean of a college of education or the administrator of a Board-approved teacher preparation program; and
 - c. A valid Class 1 or Class 2 fingerprint clearance card.
4. The holder shall be under the direct supervision of college and certified school personnel.

F. Adult Education Certificates

1. The adult education certificates are issued for individuals teaching in the areas of Adult Basic Education, ~~General Educational Development~~ Adult Secondary Education, ~~English as a Second Language~~ English Language Acquisition for Adults, or Citizenship.
2. Provisional Adult Education Certificate.
 - a. The certificate is valid for three years and is not renewable.
 - b. The requirement for issuance is a valid Class 1 or Class 2 fingerprint clearance card and a Bachelor's degree or three years of experience as a teacher, tutor, or aide in an adult education program or in grades K-12. Up to two years of experience may be waived by postsecondary academic credit, with 30 semester hours equivalent to one year of experience.
3. Standard Adult Education Certificate.
 - a. The certificate is valid for six years.

b. The requirements are:

- i. One year of part-time or full-time teaching experience under a provisional adult education certificate, verified by an adult education program administrator;
- ii. Completion of 10-clock hours in a professional development program described in R7-2-617(B) since the issuance of the provisional adult education certificate; and
- iii. A valid Class 1 or Class 2 fingerprint clearance card.

c. The renewal requirements are completion of 60- clock hours in a professional development program, described in R7-2-617(B).

G. Junior Reserve Officer Training Corps Teaching Certificate

-- grades 9-12

1. The certificate is valid for six years and is renewable upon application.
2. The certificate is valid at any local education agency which conducts an approved Junior Reserve Officer Training Corps program of the Air Force, Army, Navy, or Marine Corps.
3. The requirements are:
 - a. Verification by the district of an approved Junior Reserve Officer Training Corps program of instruction in which the applicant will be teaching;
 - b. Verification by the district that the applicant meets the work experience required by the respective military service; and
 - c. A valid Class 1 or Class 2 fingerprint clearance card.

H. Athletic coaching certificate -- grades 7-12

1. The certificate is valid for six years.
2. The certificate entitles the holder to perform coaching duties in interscholastic and extracurricular athletic activities. It is not required for teachers who hold a valid elementary, secondary or special education certificate.
3. The requirements are:
 - a. Valid certification in first aid and Coronary and Pulmonary Resuscitation (CPR);
 - b. Completion of 15 semester hours of courses which shall include at least three semester hours in courses related to each of the following: methods of coaching; anatomy and physiology; sports psychology; adolescent psychology; and the prevention and treatment of athletic injuries;
 - c. 250 hours of verified coaching experience in the sport to be coached. Coaching experience may include experience as a head coach or assistant coach in a school program or in an organized athletic league; and
 - d. A valid Class 1 or Class 2 fingerprint clearance card.
4. Renewal requirements are:
 - a. Completion of 60-clock hours in a professional development program described in R7-2-617(B);
 - b. Valid certification in first aid and CPR.